

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: April 26, 2004
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Loren Dykstra, Lisa Godfrey, and James Vander Roest.

Approval of Agenda: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Bank Resolution

Recommendation: Mr. Amdursky recommended the board adopt a resolution to authorize transfer of the agreement with Fifth Third Bank to act as the depository and custodian of the assets of the Library Endowment Fund to the Bank of New York.

MOTION: MS. DESHON MOVED AND MR. BROWN SUPPORTED THE RECOMMENDATION AS PRESENTED.

Executive Summary: Adoption of the resolution is necessary as a result of the sale of Fifth Third Banks' Corporate Trust Division to the Bank of New York.

Discussion: In response to a question from Mr. Dykstra who wondered if we couldn't use a local bank for this service, Ms. Godfrey explained the committee was taken aback by the sale of the corporate trust division to the Bank of New York without notification and did look into trying to keep our business local. There is no local alternative at this time. The committee will continue to look for alternatives, but we need to go ahead with this action now to continue to function in the meantime. On the bright side, she said the fees from Bank of New York may be smaller than we have been paying, and there is at least a branch bank in the Detroit area. Arcadia Bank, which is a local institution, will still make the decisions on this account.

Roll Call Vote: Mr. Brown – yes; Mr. Vander Roest – yes; Mr. Dykstra – yes; Ms. DeShon – yes; Ms. Addison – yes; Ms. Godfrey – yes; President Brown – yes.



Motion carried 7-0.

B. Communications

Two communications were shared with the board.

The first was a letter from the Portage District Library board of trustees expressing appreciation for meeting with KPL's board to get acquainted and take part in a joint book discussion. They indicated a desire to meet again in the future to exchange information on governance issues and discuss library trends.

President Brown wrote to the PDL board on behalf of KPL trustees following the March meeting and book discussion. It may be beneficial to talk again at some point if an area of mutual concern is identified and a clear goal established.

The second communication was a complaint from a visually impaired patron regarding the difficulty experienced with the time limit rule for public computers. The communication as well as the response to the patron were shared with the board. In response to trustee questions Mr. Lason, Head of Outreach and Loan Services, indicated such situations are handled on a case-by-case basis.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of March 22, 2004
- B. Personnel Item

Martha Smith will retire from the position of Library Assistant 4 in Acquisitions, effective June 30, 2004. Ms. Smith joined the staff in 1975 as a half-time switchboard operator. In 1980 she moved to county bookmobile clerk and shortly thereafter to cataloging where she had a major role in "Retrocon," inputting holdings records into machine-readable format. In 1997 she became the Acquisitions Library Assistant and in that position has been responsible for ordering all library materials for our various collections.

Disposition: The board accepted the minutes of the meeting of March 22, 2004 and the Personnel Item as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending March 31, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending March 31, 2004.

MOTION: MS. GODFREY MOVED AND MS. DESHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2004 AS RECOMMENDED.



MOTION CARRIED 7-0.

The Financial Reports for the period ending March 31, 2004 were accepted.

ACTION ITEMS

- V. A. Increase in Hourly Pay Rates for Aides

Recommendation: Mr. Amdursky recommended board approval of the following adjustments in rates of pay for hourly library aides effective with the first pay period in July, the beginning of the fiscal year:

Library aide I – Increase the starting wage from \$5.75 to \$6.00 per hour, retaining \$7.00 as the maximum. Increase the rate by \$.25 per hour with the first pay period in January and first pay period in July for aides who have been employed at least three months. (Current adjustment is \$.25 in July.)

Library aide II (formerly Library aide III; II has not been used in recent years) – Increase the starting wage from \$6.25 to \$6.50 per hour, retaining \$7.50 as the maximum. Increase the rate by \$.25 per hour with the first pay period in January and first pay period in July for aides who have been employed for at least three months. (Current adjustment is \$.25 in July.)

Executive
Summary:

Rates of pay for hourly positions including aides, substitutes, and facilities management, were reviewed and increased in May 2001. Increases for aides only are recommended at this time.

It is increasingly difficult to recruit and retain aides. We believe these modest increases will help recruit and retain and at the same time, maintain an appropriate differential between aide pay and that of other positions.

The annual cost of this increase in starting pay and an additional increase during the year would be about \$3,500 - \$5,000, depending upon the rate of turnover.

The Finance and Budget committee and Personnel Committee both reviewed and support this recommendation.

MOTION:

MR. VANDER ROEST MOVED AND MS. DESHON SUPPORTED APPROVAL OF THE RECOMMENDATION AS PRESENTED.



MOTION CARRIED, 7-0.

B. Compensation Parity for Administrators, Department Heads and Supervisory/Technical Staff

Recommendation: Mr. Amdursky recommended that total compensation for Administrative, Department Head and Supervisory/Technical employees be based on growth on the taxable value in the district as reported on county form L-4029 as it is with KPLA and KPLSP employees.

Executive Summary: In the past, rather than use total compensation as a pure number to address compensation, only the salary element was employed. By linking salaries between all the employee groups as opposed to linking total compensation, we have not been able to adequately address compensation for the administrative, department head and supervisory/technical employee groups.

The recommendation corrects this issue and makes it clear that total compensation is being used for all employee groups.

The Personnel Committee reviewed and endorsed the recommendation.

MOTION:

IT WAS MOVED BY MR. VANDER ROEST AND SUPPORTED BY MS. ADDISON TO APPROVE THE RECOMMENDATION AS PRESENTED.

Discussion:

Ms. Godfrey said when total compensation was implemented at KPL a decade ago the intent was to apply the same concept to each employee group.

Mr. Dykstra noted that if total compensation is based on taxable growth within the district it is conceivable there could be a decline rather than growth, and wondered if salaries would be adjusted downward in that circumstance.

Mr. Amdursky said there is a zero guarantee within the negotiated employee contracts; that guarantee has also been assumed for non-union employees.



MOTION CARRIED 7-0.

C. 2004/2005 Total Compensation Pools for Administrators, Department Heads and Supervisory/Technical Staff

Recommendation: Mr. Amdursky recommended the board approve a total compensation pool not to exceed \$ 72,500 to be used to adjust Administrative*, Department Head and Supervisory/Technical total compensation for fiscal year 2004/2005, divided in the following manner:

Supervisory/Technical:	\$32,500
Administrative/Dept Head:	\$40,000

Executive Summary: The pools are based on 3.94%, the known growth in the library's taxable value for 2004/2005. These pools are sufficient to allow growth in non-represented total compensation of 3.94% with salary steps for eligible employees.

The Personnel Committee reviewed and endorsed the recommendation.

MOTION: IT WAS MOVED BY THE PERSONNEL COMMITTEE AND SUPPORTED BY MS. GODFREY TO APPROVE THE DIRECTOR'S RECOMMENDATION AS PRESENTED.

Discussion: Ms. DeShon had some questions about how the pool is distributed between salary and benefits. The director indicated the medical insurance increase is about 15%, retirement increases for MPSERS range between 12 to almost 15%, MERS retirement increase is very small. Salary increases for administrators will range from 1-2% and for supervisory-technical employees from .5 – 1%. The pool recommended will cover what is needed. In the event that these needs are met with less than the approved pool, the extra money will not be spent on salaries, but rather will remain in the library's general fund budget.

Mr. Brown indicated that contract employees receive the amount as agreed upon by contract; non-represented employees are evaluated on performance to determine pay increases.



Motion carried 7-0.

D. Administrator Retirement Benefit Change

Recommendation: The director recommended the board approve a change in the retirement benefit for administrators to include payment to a beneficiary in the event of an eligible administrator's death.

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. BROWN TO APPROVE THE RECOMMENDATION AS PRESENTED.

Discussion: In a response to a question from Ms. DeShon questioning whether the funds are available to implement this recommendation, Mr. Amdursky said funds would be available in the event a payout was required. This is treated as an open liability; to date the library has never had to use it.

Mr. VanderRoest said this is a case where the employee should designate a beneficiary rather than letting the benefit go to the employee's estate – tax penalties for non-designation are substantial.

Ms. DeShon wondered if the benefit package already offered to administrators isn't sufficient without improving this provision. She said that since packages offered to administrators are not the same as those offered to unionized employees to begin with, she didn't see the need to make this provision equal – it is a philosophical question.

Mr. VanderRoest said to a large extent the health insurance is the same across employee groups; this is just being consistent.

Ms. Godfrey noted that employees are being compensated for the particular job they do. Administrators are doing specific work for the compensation they receive.

Ms. DeShon noted administrators are offered a better total package and wondered how much more compensation an administrator should receive for being an administrator.

In response to a question from Ms. DeShon regarding what benefits hourly employees receive, Mr. Amdursky indicated no benefits are paid for hourly employees except for social security.



Motion carried 6-0, with one abstention (DeShon).

REPORTS

There were no reports.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

Ms. Godfrey indicated the committee considered the items addressed earlier in the agenda. It will meet shortly regarding the director's annual evaluation and union negotiations.

C. Ad Hoc Endowment Fund Committee

Ms. Godfrey reported the committee recently met with our representative. Our endowment fund has grown to \$1,319,000. We are more heavily into equities by a small amount and will be readjusting that distribution. Overall we are in good shape. We are ahead of the benchmarks in virtually every growth category.

VII. OTHER BUSINESS

A. Directors Report

Presentation: Mr. Amdursky congratulated the Staff Recognition Committee on the well-attended and received breakfast held on April 22. He was pleased to see so many staff there and was also pleased that five trustees were able to attend.

There were questions on a number of items on the director's report related to the streetscape work along Portage Street, the status of the children's librarian vacancy, progress on the new website, the recent healing racism workshop attended by the directors, and Michigan Library Association and Library of Michigan involvement in PLFIG efforts.

In response to the questions, Mr. Amdursky reported the streetscape work along Portage Street will use Washington Square Library as its model. Over 40 applications have been received for the children's librarian position. We have recruited at all the places that would allow a diverse pool of applicants. Preliminary candidate interviews have begun with the hope of filling the position by early summer. The new target date for public launch of the website is mid-May. A demonstration of the site will be provided to the board at the May meeting. Staff will continue to attend relevant diversity programs and will develop policies as appropriate. Michigan Library Association is involved in PLFIG's efforts, and the director of Library of Michigan is also involved, to the extent possible, given the severe budget cuts from state funding; survival of the LOM is in question.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Several trustees commented on how enjoyable the staff breakfast was and thanked the staff recognition committee for their efforts; they felt it was a comfortable, relaxed atmosphere and appreciated meeting staff members they hadn't met before.

Ms. Addison shared some materials with trustees she received at the Public Library Association conference in Seattle. She also noted her appreciation for signs relating to payment options that have been placed in Central's parking lot.

Mr. Dykstra asked that staff consider flying an American flag at outside at Central Library.

X. EXECUTIVE SESSION

Mr. Amdursky asked the board to move to executive session to discuss the status of the director's goals and objectives for 2003/2004.

MOTION: MS. GODFREY MOVED AND MR. VANDERROEST SUPPORTED MOVING TO EXECUTIVE SESSION AS REQUESTED.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. DeShon – yes; Ms. Addison –yes; Ms. Godfrey – yes; President Brown – yes.

The meeting moved to executive session at 4:55 p.m.

MOTION: MR. VANDERROEST MOVED AND MR. BROWN SUPPORTED RETURNING TO REGULAR SESSION.

Roll Call Vote: Mr. Brown – yes; Mr. VanderRoest – yes; Mr. Dykstra – yes; Ms. DeShon – yes; Ms. Addison –yes; Ms. Godfrey – yes; President Brown – yes.

The meeting returned to regular session at 5:55 p.m.

XI. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:56 p.m.

Loren Dykstra, Secretary